



Program: Accelerated Professional Program (APP)
 Course: APP English 1A
 Level: Absolute Beginner
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today's business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this introductory level, you will learn basic structures and vocabulary in English with a special focus on business-related topics. Oral communication will be the main target at this level. You will be able to express elementary needs, understand statements, and ask simple questions. Sample themes include *networking, communicating, workplaces, facts and figures, times and schedules, and company profiles.*

Learner Outcomes

After completing APP English 1A, students will be able to:

1. Speak using simple statements, short sentences, basic questions, and memorized phrases to handle immediate survival needs, such as introductions, exchanging personal information, asking for directions, and ordering from a menu.
 - Use business-related vocabulary, the present simple form of the verb *to be* and a limited number of other verbs in questions and statements in both the affirmative and negative
 - Can give a basic description of people, places, things, and daily habits using the present simple tense
 - Can tell time, share telephone numbers and addresses, and arrange appointments and meetings
2. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss simple topics that are familiar.
 - Can generally understand speech in the present tense, but frequently needs to have words or phrases repeated
3. Read and understand basic English commonly encountered in the environment to address immediate survival needs, such as menus, road signs, advertisements, brief memos or e-mails, business cards, and schedules.
 - Can comprehend basic printed materials to get the main idea
4. Write a short response on a given or familiar topic using simple sentences, a list or schedule, a brief memo, a letter describing personal or company details, and a response to a short e-mail.
 - Can use business-related vocabulary, the present simple form of the verb *to be* and a limited number of other verbs to write simple sentences and basic questions.

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 1 Progress Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 1B
 Level: High Beginner
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this high-beginner course, you will further your knowledge of simple structures, vocabulary, and verb tenses in the present, past and future to effectively conduct basic business activities in English. Sample themes include *business travel, economic analysis, financial markets, globalization, information technology, and forecasting.*

Learner Outcomes

After completing APP English 1B, students will be able to:

1. Speak using simple and polite phrases, short sentences, and basic questions to handle basic business and everyday communication needs, such as introductions, exchanging personal information, asking and giving directions while traveling, engaging in social activities, and ordering from a menu.
 - Use business-related vocabulary, the present simple, present progressive, past simple, and future simple forms of the verb *to be* and a number of other verbs in questions and statements in both the affirmative and negative
 - Can describe and compare people, places, things, daily habits and state opinions
 - Can tell time, share work details, make predictions, and distinguish between past, present, and future
2. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss common topics that are familiar or unfamiliar.
 - Can generally understand speech in social and professional situations where the present, past, and future are used, but frequently needs to have words or phrases repeated
3. Read and understand basic English commonly encountered in the environment to address immediate survival needs, such as menus, maps, advertisements, schedules, financial figures, and basic correspondence.
 - Can comprehend short printed materials to get the main idea (travel brochures, magazines, memos)
4. Write a basic response on a given or familiar topic using simple sentences in the present, past, and future, a list or schedule, an e-mail to confirm, complain, or request information, a letter describing personal or professional details, and a short report on working habits.
 - Can use business-related vocabulary, the present simple, present progressive, past simple, and future simple forms of the verb *to be* and a number of other verbs to write simple sentences and questions

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 1 Achievement Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 2A
 Level: Low Intermediate
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this low intermediate level, you will effectively conduct basic business activities in English in the four language skill areas and begin using more complex grammatical structures and vocabulary. You will be able to satisfy routine social demands and limited work requirements. Sample themes include *trade shows, sales meetings, health and safety at work, marketing, people at work, and project management and contracts.*

Learner Outcomes

After completing APP English 2A, students will be able to:

1. Speak in simple conversations during routine social and professional situations about current events, work, family, friends, and autobiographical information as well as prepare a short presentation.
 - Use business-related vocabulary, the first conditional, modal auxiliary verbs, and the present simple, present progressive, present perfect, past simple, and future simple forms of the verb *to be* and a number of regular and irregular verbs in questions and statements in both the affirmative and negative
 - Can give a description of people, places, things, past experiences, and future goals
 - Can share opinions, make predictions, communicate on the phone, and make suggestions
2. Listen to and understand someone speaking slowly in routine social and professional interactions and when conducting simple business transactions either in person or on the telephone.
 - Can generally understand speech in the present, past, and future tenses, but occasionally needs to have words or phrases repeated
3. Read and understand English commonly encountered in everyday social and business environments, such as menus, road signs, maps, advertisements, travel guides, agendas, contracts, and financial indicators.
 - Can comprehend printed materials with multiple paragraphs to get the main idea
4. Write a response on a given topic using simple sentences in the past, present, and future tenses, simple business correspondence including letters and e-mails, and a report detailing progress on a project.
 - Can use business-related vocabulary, the first conditional, modal auxiliary verbs, and the present simple, present progressive, present perfect, past simple, and future simple forms of the verb *to be* and a number of regular and irregular verbs to write simple sentences and questions.

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 2 Progress Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 2B
 Level: Low Intermediate
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. Upon completion of this low intermediate level, you will achieve a level of limited working proficiency in English. You will be able to handle many social situations and daily business routines and situations. Sample themes include *SWOT analysis, exporting, job interviews, correspondence, entertaining, time management, and mergers and acquisitions.*

Learner Outcomes

After completing APP English 2B, students will be able to:

1. Speak in polite conversations during routine social and professional situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.
 - Use business-related vocabulary, the first and second conditionals, modal auxiliary verbs, and the present (simple, progressive, perfect, perfect progressive), past (simple, progressive, perfect, perfect progressive), and future simple forms of many regular and irregular verbs in questions and statements in both the affirmative and negative
 - Can describe people, places, things, actions, past experiences, and future goals in greater detail
 - Can speak and complain politely, use reported speech, participate in a meeting, and apply for a job
2. Listen to and understand someone speaking normally in routine social and professional interactions and when conducting basic business transactions either in person or on the telephone.
 - Can generally understand normal speech in the present, past, and future tenses, but occasionally needs to have words or phrases repeated
3. Read and understand English commonly encountered in everyday social and business environments, such as menus, road signs, advertisements, schedules, travel guides, magazine articles, agendas, and office memos.
 - Can comprehend printed texts with multiple paragraphs to get the main idea and supporting details
4. Write a response on a given topic using simple sentences in the past, present, and future tenses, basic business correspondence including letters and e-mails, a complaint or apology letter, and a résumé/CV and cover letter.
 - Can use business-related vocabulary, the first and second conditionals, modal auxiliary verbs, and the present (simple, progressive, perfect, perfect progressive), past (simple, progressive, perfect, perfect progressive), and future simple forms of many verbs to write simple sentences and questions.

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 2 Achievement Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 3A
 Level: High Intermediate
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this high intermediate level, you will learn to speak with sufficient structural accuracy and vocabulary in most formal and informal conversations and to fluently discuss and understand a wide variety of business issues and topics. This course will challenge you with authentic, real-word “Talking Business” sessions where you will engage in complex self-expression. Sample themes include *corporate machinery, decision-making, workload, products and services, and news and views.*

Learner Outcomes

After completing APP English 3A, students will be able to:

1. Speak in formal and informal conversations during routine social and professional situations about current events, work, family, friends, and autobiographical information as well as give a prepared presentation.
 - Use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in questions and statements in both the affirmative and negative
 - Can engage in debate, evaluate opinions and ideas, and describe past, present, and future trends
2. Listen to and understand someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone.
 - Can generally understand speech in the present, past, and future tenses and conversations on non-technical and technical subjects, but may need to ask the speaker to provide more information
3. Read and understand English commonly encountered in formal and informal social and business environments, such as menus, advertisements, schedules, travel guides, correspondence, and news articles.
 - Can comprehend printed materials with multiple paragraphs
 - Start reading critically to identify supporting details and the organization of ideas
4. Write a response on an assigned or chosen topic using sentences in the past, present, and future tenses, business correspondence including letters and e-mails, and a summary or progress report for a current project.
 - Can use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in sentences and questions

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 3 Progress Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 3B
 Level: High Intermediate
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. Upon completion of this high intermediate level, you will achieve a level of general professional proficiency in English. This course will challenge you to apply the structures learned thus far in high-level debates, conversations, business projects, and authentic, real-word “Talking Business” sessions where you will engage in complex self-expression. Sample themes include *market forces, guidance, on the agenda, careers, incidents, and negotiating.*

Learner Outcomes

After completing APP English 3B, students will be able to:

1. Speak in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge as well as give prepared and impromptu speeches.
 - Use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, phrasal verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many verbs in questions and statements in both the affirmative and negative
 - Can answer objections, justify decisions, clarify points, conduct meetings, and give instructions
2. Listen to and understand audio recordings, news broadcasts, and someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone.
 - Can generally understand speech in the present, past, and future tenses and conversations on non-technical and some technical subjects, but may need to ask the speaker to provide more information
 - Can understand the majority of speech in business presentations
3. Read and understand English commonly encountered in formal and informal social and business environments, such as menus, advertisements, schedules, travel guides, correspondence, and training manuals.
 - Can comprehend printed materials with multiple paragraphs and can read a popular novel
 - Can read critically to identify supporting details and the organization of ideas
4. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, business correspondence including letters and e-mails, agendas, and short business reports.
 - Can use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, phrasal verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in sentences and questions

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 3 Achievement Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 4A
 Level: Advanced
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this advanced level, you will learn functional communication skills that are relevant to a wide range of professional situations as well as to fluently and accurately discuss a wide variety of issues and topics. This course will also challenge you with authentic, real-word “Talking Business” sessions where you will engage in complex self-expression. Sample themes include *problem-solving, team dynamics, knockout presentations, business propositions, organizations, beating the competition, and roles and responsibilities.*

Learner Outcomes

After completing APP English 4A, students will be able to:

1. Speak in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge as well as give prepared and impromptu speeches.
 - Use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in questions and statements in both the affirmative and negative
 - Use language clearly and relatively naturally to make ideas easily understandable to native speakers
 - Can discuss initiatives, make pitches, handle schedules and timelines, and make emphatic comparisons
2. Listen to and understand normal speech in audio recordings, news broadcasts, movies, presentations, and in formal and informal conversations at work, when conducting business transactions, and on the telephone.
 - Can understand most speech in the present, past, and future tenses and conversations on non-technical and some technical subjects as well as respond to and elicit more information from the speaker
3. Read and understand non-technical and some technical English commonly encountered in formal and informal social and business environments, such as menus, advertisements, travel guides, magazine articles, newspaper articles, office memos, business proposals, résumés, and instruction manuals.
 - Can comprehend printed materials with multiple paragraphs and can read a popular novel
 - Can read critically to make inferences, draw conclusions, and see relationships between ideas
4. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, business correspondence including letters and e-mails, slides for presentations, and a résumé.
 - Can use business-related idioms and vocabulary and level-appropriate grammatical structures

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 4 Progress Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program (APP)
 Course: APP English 4B
 Level: Advanced
 Length: Varies (Typically 50+ units)

Course Description

The inlingua Accelerated Professional Program (APP) is for students who need to learn English or improve their English fluency for business purposes in order to communicate successfully in today’s business world. The APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. Upon completion of this advanced level, you will reach a level of full proficiency in English and will be able to use the language fluently and accurately in most business and social situations. This course will also challenge you with authentic, real-world “Talking Business” sessions where you will engage in complex self-expression. Sample themes include *green credentials, value, change, managing people, matters of opinion, foresight, selling, and doing deals.*

Learner Outcomes

After completing APP 4B, students will be able to:

1. Speak in formal and informal conversations within the range of their own personal and professional experience with a high degree of fluency and precision of vocabulary with few errors of pronunciation and grammar as well as in a range of contexts such as speeches, debates, and meetings or conferences.
 - Use business-related vocabulary, the first, second and third conditionals, modal auxiliary verbs, verbs followed by infinitives or gerunds, the passive and active voice, the subjunctive, and the twelve English verb tenses of many regular and irregular verbs in questions and statements in both the affirmative and negative
 - Use language clearly and relatively naturally to make ideas easily understandable to native speakers
 - Can discuss experiences, aspirations, cultural influences, communication styles, and business tactics
2. Listen to and understand normal speech in audio recordings, news broadcasts, movies, presentations, and in formal and informal conversations at work, when conducting business transactions, and on the telephone.
 - Can understand native speakers of the standard and other major dialects in essentially any face-to-face interaction, but may have difficulty with non-standard presentations, telephone calls, or audio recordings
3. Read and understand non-technical and some technical English commonly encountered in formal and informal social and business environments, such as menus, advertisements, travel guides, magazine articles, newspaper articles, business correspondence, proposals, résumés, agendas, and instruction manuals.
 - Can comprehend printed materials with multiple paragraphs and can read a popular novel
 - Can read critically to make inferences, draw conclusions, and see relationships between ideas
4. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, business correspondence including letters and e-mails, slides for presentations, and a résumé.
 - Can write acquired grammar structures and vocabulary with correct spelling, punctuation, and format

Formal Assessment

Your progress will be assessed at the end of your course with the administration of the inlingua APP English 4 Achievement Test. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points
Pass: 50 to 80 points total			Fail: under 50 points total	

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level.